

CONFIDENTIAL

26 AUG 1968

MEMORANDUM FOR THE RECORD

Funds in the amount of \$75,000 and \$100,000 to establish a Building Planning Staff were included in the OL/RECD budget submission for FY 68 and FY 69, respectively. At the direction of OPPB these funds were deleted from the OL, Office Estimates, (see para 3a attached memo D/L to C/BD/OPPB) subsequently efforts to make a strong presentation to BPR were deferred until such time as a definitive building plan could be developed.

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6 JUL 1967

MEMORANDUM FOR: Chief, Budget Division, OPFB

THROUGH : Special Planning Assistant to the DD/S

SUBJECT : Operating Budget FY 1968 and Preliminary Office
Estimates FY 1969

REFERENCES : (a) Memo dtd 8 May 67 to D/L fr DD/S, subj:
Request for Operating Budget FY 1968
and Preliminary Office Estimates FY 1969

(b) Memo dtd 1 Jun 67 to D/L fr DD/S, subj:
Allowances for Preparation of Operating
Budget

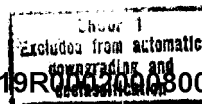
(c) Memo dtd 20 Jun 67 to D/L fr DD/S, subj:
Allowances for Preparation of Operating
Budget

(d) Memo dtd 18 May 67 to DD/S fr D/L, subj:
Savings and New Requirements - FY 1968
and FY 1969 Levels

1. This memorandum is for your information only.
2. Attached are five copies of the Office of Logistics Operating Budget FY 1968 and Preliminary Estimates FY 1969. The dollar values conform with the levels prescribed by References (b) and (c), respectively.
3. The following costs were not included in the FY 1968 Office Estimates for the reasons stated. Unless an upward adjustment is made in the FY 1968 Operating Budget to cover these additional costs totaling \$366,220, it may become necessary to make some major changes in the level of support and services to other Agency components during FY 1968.

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**SUBJECT: Operating Budget FY 1968 and Preliminary Office Estimates
FY 1969**

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a. Funds for a 4th Building were deleted from the FY 1968 Office of Logistics Office Estimates at the direction of the Office of Planning, Programming, and Budgeting, and no provision for additional space was made in the Program Plans, FY 1969 - FY 1973. The acquisition of the [REDACTED] has forced a reprogramming of our FY 1968 resources. We have reduced the amount previously budgeted for space moves and alterations by \$212,020 in order to provide funds to cover [REDACTED] rent and utility costs. As a result of this action, requesting components, to some degree, will have to partially bear the costs of space moves unless provision is made to restore the above amount.

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b. Funds have not been programmed for the reorganization of the Printing Services Division which involves the conversion of 21 positions from the Lithographic level to the Government Printing level, at an estimated cost of \$30,000. The Office of Personnel, Position Management and Compensation Division, has reviewed the proposed revised positions, has concurred in our proposal, and has advised that the FY 1968 - 1969 Estimates should reflect the 21 positions at the Government Printing level and that funds should be budgeted accordingly.

c. The initial submission of the FY 1968 Office Estimates reflected overtime and holiday pay costs at \$339,000. Our revised submission, taking into consideration the Presidential directive and the ceiling established by your office, reflected the estimated costs at \$259,000 for FY 1967 and FY 1968. Our periodic reports to you during FY 1967 indicated that, while we were able to reduce overtime costs in some areas, there still exists a continuing need for overtime to support requirements originating with or dictated by other Agency activities over which the Office of Logistics has little or no control. Additional funds were requested and provided in order to allow us to maintain our level of service. It is estimated that our FY 1968 overtime costs will approximate the estimated FY 1967 costs of \$340,000, \$45,000 higher than provided for in the FY 1968 Office Estimates.

d. Terminal leave payments due employees scheduled for retirement during FY 1968 are expected to total \$79,000, and funds have not been budgeted for this type of expense. I am advised that this problem is confronting a number of Agency components and that an adjustment in the lapse rate could be made to provide funds to cover this type of payment.

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**SUBJECT: Operating Budget FY 1968 and Preliminary Office Estimates
FY 1969**

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4. We wish to bring to your attention at this time the probability of restoration costs at [REDACTED] By agreement with the General Services Administration (GSA), the Agency will vacate the [REDACTED] by 1 January 1968. General Services Administration is currently offering this property to other prospective Government tenants. If they are unsuccessful in assigning this property to another Government agency, they will cancel the lease and the property will revert back to its original owner. In such case, GSA informs us that we can expect to incur restoration costs, the dollar value of which cannot be accurately determined at this time. Accordingly we mention that possibility, inasmuch as restoration costs, as presented to us, will have to be met during FY 1968.

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5. The estimates reflected in the attached Operating Budget are considered to be the minimum required to provide logistical support to all Agency components.

Signed: George E. Meloon

**George E. Meloon
Director of Logistics**

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OL/EO [REDACTED] kms/3491 (6 Jul 67)

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